



## **Staff Report**

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### **MOTION ADOPTING FY 2008 BUDGET CALENDAR**

Honorable Mayor and Members of the City Council:

#### **Summary**

Adopt FY2008 Budget Calendar.

#### **Background**

As part of the annual budget development process, the City Council adopts a budget calendar establishing dates leading to approval of the budget.

#### **Discussion**

The FY 2008 Budget Calendar calls for a series of work sessions with the City Council and meetings with the Finance Commission, ultimately resulting in budget adoption on June 12<sup>th</sup>. Additional key dates are highlighted in the attached calendar.

#### **General Plan/Vision Statement**

No impact.

#### **Fiscal Impact**

No fiscal impact.

#### **Public Contact**

The meeting was properly noticed and the Finance Commission will be discussing the item at their next meeting.

#### **Recommendation**

1. Adopt motion implementing FY 2008 Budget Calendar.

#### **Alternatives**

Not applicable.

#### **Attachments**

- A. Proposed FY 2008 Budget Calendar

Respectfully submitted,

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Erick Cheung  
Controller

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Thomas Fil  
Acting City Manager

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# City of Belmont

## FY 2008 Budget Calendar

(Including Redevelopment Agency and Belmont Fire Protection District)

Day	Date	Event	Staff
Tuesday	1/9/07	<ul style="list-style-type: none"> <li>▪ Adopt motion approving Budget Calendar</li> </ul>	Finance
Tuesday	2/27/07	<ul style="list-style-type: none"> <li>▪ City Council Work Session:               <ul style="list-style-type: none"> <li>• FY 2007 Mid-Year Review                   <ul style="list-style-type: none"> <li>○ Introduce draft resolution amending FY 2007 Budget for Mid-year adjustments</li> </ul> </li> <li>• FY 2008 Strategic Planning                   <ul style="list-style-type: none"> <li>○ Long term financial forecast</li> <li>○ Priorities and policy considerations</li> <li>○ Performance budgeting implementation</li> </ul> </li> </ul> </li> </ul>	All Departments
Monday	3/5/07	Issue City Council's budget priorities, detail budget instructions and forms to departments. Distribute personnel allocations and revenue estimate data to departments. Set expenditure targets.	Finance
Tuesday	3/13/07	<ul style="list-style-type: none"> <li>▪ Adopt resolution amending FY 2007 Budget for Mid-Year adjustments.</li> </ul>	City Manager, Finance

Friday	3/23/07	Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance.	All Departments
<b>Tuesday</b>	<b>3/27/07</b>	▪ <b>Phase I – Priority Calendar Process (Introduction)</b>	<b>City Manager</b>
<b>Tuesday</b>	<b>4/10/07</b>	▪ <b>Phase II – Priority Calendar Process (Adoption)</b>	<b>City Manager</b>
Wednesday	4/11/07	Begin budget conferences with departments.	City Manager, Finance and Departments
Monday	4/16/07	End budget conferences with departments.	City Manager, Finance and Departments
Tuesday	4/17/07	Begin compilation of Proposed Budget and preparation of budget message.	City Manager, Finance
Thursday	5/10/07	Finance Commission meeting to distribute Budget to Commissioners & City Council.	Finance
Monday	5/14/07	Finance Commissioners to submit comments or questions to Finance Department.	Finance
Thursday	5/17/07	Finance Commission meeting to discuss Budget.	Finance
<b>Tuesday</b>	<b>5/22/07</b>	▪ <b>Phase I - Introduce FY 2008 Budget</b> <ul style="list-style-type: none"> <li>• <b>City Manager message</b></li> <li>• <b>Policy overview</b></li> <li>• <b>Long term forecast</b></li> <li>• <b>Performance budgets</b></li> <li>• <b>Departmental initiatives</b></li> <li>• <b>Capital improvement program</b></li> <li>• <b>Receive Finance Commission input</b></li> <li>• <b>Direct revisions to staff</b></li> </ul> ▪ <b>Fee and Charges Workshop</b>	<b>All Departments</b>

		<ul style="list-style-type: none"> <li>▪ <b>Adopt motion for public hearing on FY 2008 Budget and setting non-Prop. 218 fees and charges – June 12, 2007</b></li> <li>▪ <b>Adopt motion for public hearing on FY2008 Prop. 218 fees for garbage, sewer and NPDES on July 10, 2007</b></li> </ul>	
Friday	6/1/07	Submit revisions to City Council and Finance Commission.	Finance
Monday	6/4/07	<b>Start individual Budget Study Sessions with Council members.</b>	<b>City Manager, Finance</b>
Friday	6/8/07	<b>Finish individual Budget Study Sessions with Council members.</b>	<b>City Manager, Finance</b>
Tuesday	6/12/07	<ul style="list-style-type: none"> <li>▪ <b>Phase II – Adopt FY 2008 Budget</b> <ul style="list-style-type: none"> <li>• <b>Public Hearing - City Council Regular Meeting/Redevelopment Agency and Fire Board Special Meeting</b></li> </ul> </li> <li>▪ <b>Adopt resolutions implementing FY 2008 Budget</b> <ul style="list-style-type: none"> <li>• <b>Gann Limit</b></li> <li>• <b>Permanent Staffing Plan</b></li> <li>• <b>Revenue and appropriation totals, including cost allocation plan and inter-fund transfers</b></li> <li>• <b>Capital Improvement Plan Master Fee Schedule, not including garbage sewer and NPDES</b></li> </ul> </li> </ul>	<b>City Manager, Finance</b>

<b>Tuesday</b>	<b>7/10/07</b>	<ul style="list-style-type: none"> <li>▪ <b>Adopt resolutions implementing FY 2008 Budget</b> <ul style="list-style-type: none"> <li>• <b>Master Fee Schedule for garbage, sewer and NPDES</b></li> <li>• <b>Authorizing County to collect sewer and NPDES charges on the tax roll.</b></li> </ul> </li> </ul>	<b>City Manager, Finance</b>
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